

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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PUBLIC RECORDS

2018 APR 27 AM 11:45

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Cultivate the Karass (CtK)

Travel date(s): Thursday, April 12, 2018 - Monday, April 16, 2018

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	Airfare: \$612.40 Car: \$345.00	Lodging: \$540.00	Meals: \$218.96	Meeting materials: \$98.40
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attached itinerary with all class titles and descriptions. I attended all events on the itinerary as part of this leadership retreat.

04/25/2018

(Date)

Julie Chávez Rodríguez

(Printed name of traveler)

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

4/27/18

(Date)

(Signature of Supervising Senator/Officer)



CtK.CAMPFIRE

Dear Julie,

I'm delighted to report that the CtK.Campfire events in March and April last year were a resounding success! If you received any first-hand reports, you know that the level of engagement and dialogue was even greater than expected. And the amount of post-Campfire activity among the participants speaks volumes to the important connections that were, and are, being forged.

As a result, we are moving forward with CtK.Campfire III, April 13-15, 2018.

As you know, you came strongly recommended as a candidate by DJ Patil. This third cohort will be a completely new group, and we would like to invite you, once again, to join us for CtK.Campfire III with hopes that the timing will work for you this time!

Here's a refresher invitation that describes what CtK.Campfire is all about:

It is my great pleasure to invite you to join 22 carefully selected leaders at CtK.Campfire, an unconventional retreat designed to build a community of "loyal antagonists" who are committed to reinvigorating our democracy through respectful collaboration. We suspect that, along with other influencers, you move within networks of like-minded peers who rarely challenge your fundamental convictions. We also suspect that you almost never have an opportunity to step inside the lives of people whose views you passionately oppose.

At CtK.Campfire, you will spend three days off the grid, engaged in deep conversation with accomplished individuals whose political, religious or philosophical positions are incompatible with your own. You will be challenged to find points of understanding and connection. And for the rest of your life, you will be available to a few participants for private counsel and critical insight.

Our event will take place April 13-15, 2018 at the beautiful Savage River Lodge in Frostburg, MD:
www.savageriverlodge.com

Some of history's most effective leaders have relied on such "loyal antagonists" at pivotal moments. These improbable and often unheralded friendships have been vital to forging difficult compromises and tackling some of humanity's greatest problems. We are inviting you to CtK.Campfire because DJ thinks that you are likely to influence the national agenda over the next 20 years. But more importantly, we are inviting you because we think you will agree that we need new relationships to overcome the polarization and paralysis that is hindering progress in America.

To be honest, many accomplished leaders are not good candidates for CtK.Campfire. Successful participation will require a rare combination of confidence, empathy, intellectual curiosity and genuine humility. We think you meet these criteria. But to be sure, we ask that you think about whether you are ready to embark on what is likely to be a formidable and life-changing experience.

Please feel free to call or email me with any questions. I look forward to hearing what you decide.

Warmly,

Lori Brewer Collins
President and Founder
Cultivate the Karass
lori@cultivatethekarass.org
615.554.3677

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Cultivate the Karass (CtK)
2. Description of the trip: CtK.Campfire-a 3 day leadership retreat designed to engage participants in deep conversation and build a community that fosters non-partisan collaboration. See Attach A, para 1 & 2.
3. Dates of travel: April 12 to April 15, 2018
4. Place of travel: Frostburg, Maryland
5. Name and title of Senate invitees: Julie Chávez Rodríguez, State Director for Senator Kamala Harris
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
– OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
– AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
– AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

-OR-

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

Cultivate the Karass is the sole sponsor of the trip and it is organized and conducted by CTK staff.

- 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:**

CtK focuses on fostering transpartisan collaborative engagements to build a better democracy and a stronger society. CtK.Campfire brings together individuals with different backgrounds and gives them a voice and a vehicle to work across disciplines, both in and out of government. See Attach A, para 3.

- 14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

This is Ctk's first sponsored congressional trip.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CtK has conducted sessions at various conferences, incl. Feb 3 2018, a session at the Harvard Kennedy School on Civic Engagement for college students. In 2017, CtK/Lori Brewer Collins spoke at the Personal Democracy Forum in NYC. CtK.Campfire is a leadership retreat held 3-4 times/year.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$800 (R/T Airfare - \$400; Car service - \$400)	\$510 for 3 nights	\$189 Light dinner upon arrival on Th pm; 3 meals - Fri/Sat; B, L on Sun	\$110 meeting materials, learning journal, notecards
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The CtK.Campfire is organized without regard to congressional participation.

18. Reason for selecting the location of the event or trip

Frostburg is located in Allegany County, Maryland and was selected for its location in the mountains, tranquil atmosphere and it is "off the grid".

19. Name and location of hotel or other lodging facility:

Savage River Lodge, 1600 Mt. Aetna Road, Frostburg, MD 21532 (p) 301-689-3200

20. Reason(s) for selecting hotel or other lodging facility:

The Savage River Lodge is self-contained and the "off the grid" setting and atmosphere is excellent for in-depth conversation and reflection. The evening campfire is a hallmark of the retreat.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Costs exceed GSA per diem rates (specifically lodging at \$170/night vs. GSA at \$91/night and meals at

63/day vs. GSA at \$51/day). These are the best available rates for these accommodations at the Lodge.

All participants have single occupancy accommodations and take all meals together.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

CtK will provide coach R/T airfare from Los Angeles to a DC airport (BWI, DCA or IAD), and car service from the airport to Savage River Lodge in Frostburg, MD (approx. a 2-1/2 hour drive from DC).

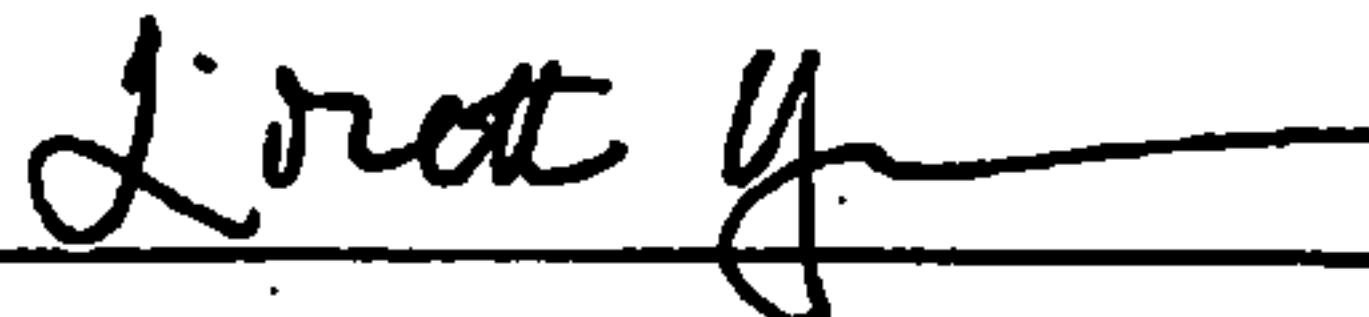
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None provided

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



4/4/2018

Name and Title: Loretta Yenson, Executive Director

Name of Organization: Cultivate the Karass

Address: 2415 N. Lincoln Street, Arlington, VA 22207

Telephone Number: 301-651-2884

Fax Number:

E-mail Address: loretta@cultivatethekarass.org



C&K.CAMPFIRE

Itinerary/Agenda

13-15 April 2018

Savage River Lodge

Frostburg, Maryland

THURSDAY, 12 April

7:00 am-2:55 pm	Flight: LAX to IAD 7:00am to 2:55pm 4h 55m Los Angeles to Washington Los Angeles Intl. (LAX) to Washington Dulles Intl. (IAD) Alaska Airlines 1108 operated by Virgin America Economy / Coach (G)
3:30-6:30 pm	Car Service: Dulles Airport to Savage River Lodge, Frostburg Maryland
6:30-8:30 pm	Attendees arrive at Savage River Lodge
7-10 pm	Welcome Reception - Snacks, Light food available
10:15 pm	Lights out!

Note:

All conference sessions are co-facilitated by Lori Brewer Collins and William Potapchuk.

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FRIDAY, 13 April

7:30-9:00	Breakfast
9:00-10:15	Opening Circle: Set tone/expectations for the retreat (Lori Brewer Collins and William Potapchuk, Facilitators) <ul style="list-style-type: none">• Welcome, Thank you• Learning Journals• Purpose/Opening• Ground rules• Agenda preview)• Logistics• Opening circle: check-in
10:15-10:30	Break
10:30-11:45	Establishing Connections: Life Line Exercise <ul style="list-style-type: none">• Getting to "Who You Are" and Getting Past What You "Do" Participants share Personal Stories – to establish relationships as individuals vs. their professional personae; a foundation for the rest of the conference.
11:45-noon	Difficult Conversations Unlikely Relationships – Part I Introduction <p>Working effectively across and with differences is a hallmark of sustainable politics. In this deep dive, work individually, in trios, and together to better understand how to be more effective in contentious contexts. In this session, the group will also take its first foray into the idea of "loyal antagonists."</p>
Noon-1:15	Lunch – group dines together
1:15-2:30	Difficult Conversations Unlikely Relationships – Part II <p>Continue exploring the concept of "loyal antagonists" in small groups (3 or 4 person) where there are 3 dyad consultations each accompanied by a loyal antagonist.</p>
2:30-2:45	Break
2:45-3:30	Difficult Conversations Unlikely Relationships – Part III <p>Plenary debrief that blends extracting observations and lessons, Ethics in America (amping up the presented challenge with another layer of challenge/difficulty), and peer consultations in the room (what advice would you have for _____?)</p>

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3:30-4:30	<p>Walkabout</p> <p>Participants will engage in small group discussion: There is the opportunity to explore the Lodge property, or find a quiet corner, to talk in-depth in 2s or 3s with individuals you don't know.</p> <p>Participants are to:</p> <ul style="list-style-type: none"> Consider an issue where they are passionate and have strongly held beliefs, and to share their views/opinions with their discussion group partners. Consider what someone who disagrees with you thinks. Consider and explore how you could start a conversation/discussion with that person.
4:30-5:00	<p>Reflections on Day One Preview of Day Two</p> <p>Standard debrief/feedback on the sessions of the day.</p> <p>Seed conversation on Unconference Conference that is a major part of the agenda for day two.</p> <p>An "unconference" creates a forum for learning from one's peers, with much interaction and discussion. It is structured and led by the people attending it, with discussion leaders providing moderation and structure for participants.</p> <p>Make announcement about Campfire topic</p>
5:00-5:30	<p>Free Time</p> <p>Team/Small group debrief</p>
5:30-6:30	<p>Informal Social Gathering</p>
6:30-7:45	<p>Dinner – group dines together</p>
7:45-11:00	<p>.Campfire</p> <p>Campfire Discussion: <i>What does it mean to be an American?</i></p>

SECRET



SATURDAY, 14 April

7:30-9:00	Morning Meditation – Optional Walk, hike, exercise - Optional Breakfast
9:00-9:45	Morning Circle: Check in and Agenda Review Reflections and Highlights from Friday's sessions Around the room introductions of participants (name, affiliation, most proud of?)
9:45-10:15	Vertical Leadership Development – Part I Explore how we make meaning of the world around us, individually and collectively, and recognize how this affects the way we approach the complexities of our lives, and how we lead others. Use Transformation & Catalyst Metaphor Cards – Explore and assess Past- to Current- Self – How I got from here to there – Envision future, more evolved Self Anticipated catalysts: what do I think will help me most getting from here to there
10:15-10:30	Break
10:30-11:30	Vertical Leadership Development – Part II (cont.) Vertical Development: thinking and working in more complex systemic, strategic, and interdependent ways. The aim is for each participant to better know their developmental starting point and how to increase their capacity for paradox and complexity.
11:30-Noon	How's Our Democracy Doing? – Part I There has been, and continues to be, much discussion about the health of our democracy. The group will explore individual and collective analysis with an eye toward how this analysis can inform the Unconference Conference.
Noon-12:30	Setting Up The Unconference Conference An "unconference" creates a forum for learning from one's peers, with much interaction and discussion. It is structured and led by the people attending it, with discussion leaders providing moderation and structure for attendees. The facilitators/leaders will: Set-up for generating and posting an initial round of ideas the group wants to explore in deeper conversation. Seed the idea of the Unconference

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	<ul style="list-style-type: none">• Get initial round of ideas generated and posted allowing time for conversations about ideas over lunch.
12:30-1:30	LUNCH – group dines together
1:30-2:30	How's Our Democracy Doing? – Part II <ul style="list-style-type: none">• Individual work, plenary discussion Group exercises that explore the participants' views on a range of topics and establishes and practices the ground rules for discussion of more challenging topics to come.
2:30-4:00	The Unconference Conference – Part I Wrap up populating with ideas and topics generated by the participants, that they want to explore in deeper conversation and discussion. Start condensing topics and organizing into smaller groups (max 6). Breakout groups are formed dynamically based on interest and relevance.
4:00-5:30	Report Back <ul style="list-style-type: none">• Reports from groups on their discussions. Teams debrief on successes and challenges encountered in their small groups – they share the highlights and the learning.
5:30-6:00	Reflections on Day 2 Preview of Day 3 Review of Saturday sessions/Preview of Sunday Review concept of "loyal antagonist" and preview of Sunday's session on how to identify one's "loyal antagonist".
6:00-6:30	Informal Social Gathering
6:30-7:45	Dinner – group dines together
7:45-11:00	.Campfire Participants usually form naturally smaller groups and continue discussion/conversation from earlier sessions.

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SUNDAY, 15 April

7:30-9:00 **Optional Activity
Breakfast**

9:00-9:15 **Morning Circle: Check In and Agenda Review**

Check in

Review of Campfire discussions

- Highlights, challenges, lessons learned and suggestions for changes from Saturday

9:15-10:15 **Spectrum Exercise – Deep Dive on Current Themes**

Discussion of 5-6 questions generated by the participants from Saturday's Unconference

- Plenary/large group discussion to explore these questions which encompass a wide range of topics (in the past topics have included prison reform, gun control, education and health care)

Co-facilitators will remind and encourage participants to practice the ground rules for civil discussion as topics become increasingly challenging and polarizing.

10:15-10:30 **Break**

10:30-10:50 **Finding our "Loyal Antagonists"**

Discuss what it means to implement the idea of loyal antagonists with a space for individuals to connect with each other and make commitments.

- Give people time to talk through who are their "loyal antagonists" outside this room. Seed conversation about how best to make the connection outside the retreat.

10:50-11:30 **A Loyal Antagonists Walk About**

Participants will engage in small group, or one-on-one, discussion. There is the opportunity to explore the Lodge property, or find a quiet corner, to talk in-depth on a topic.

Time to connect within and across political perspectives and put into practice the rules for civil discussion with the other person.

11:30-Noon **Needs & Offers**

Participants exchange:

- Needs: asks for project advice/input/help
- Offers for services and/or support from a new network of partners

Noon-1:00 **Lunch – group dines together**

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1:00-2:15	Unfinished Conversations: Another, and final, opportunity at Campfire for participants to complete an unfinished discussion, or start a new conversation on lingering topics
2:15-2:30	Cultivate the Karass Next Steps CtK.Campfire is just the base of the foundation of newly formed partnerships. The participants will explore/discuss how to continue to develop these partnerships to benefit CtK and themselves as all work to tackle the issues/challenges that face us. Included in next steps will be: <ul style="list-style-type: none">• Future Alum events Volunteer Alum Organizers
2:30-3:00	Closing Reflections A time to honor one another and the group's time together as CtK.Campfire is officially closed. Participants may share how CtK.Campfire has already made an impact on each person, whether through an unexpected connection with a fellow participant or other discovery of themselves.
3:00	Adjourn Attendees depart Savage River Lodge
3:00-5:30	Car Service from Savage River Lodge to Dulles Airport
6:55-9:51	Flight: IAD to LAX 6:55pm to 9:51pm 5h 56m Washington to Los Angeles Washington Dulles Intl. (IAD) to Los Angeles Intl. (LAX) American Airlines 1362 Economy / Coach (G)

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**United States Senate
Select Committee on Ethics
Hart Senate Office Building, Room 220
Second and Constitution Avenue, NE
Washington, DC 20510-6425**

Loretta Yenson
Executive Director



CtK.CAMPFIRE

ATTACHMENT I

PARAGRAPH 1: CtK.Campfire is a three-day leadership conference/retreat for 22-24 carefully selected leaders who are expected to shape the public agenda for the next 20 years. As the nation experiences unprecedented divisiveness and disruption, the time to start building new bridges is now. History is full of unpublicized partnerships and relationships that allowed competing leaders to gain understanding, bridge divides, forge compromises, and tackle intractable problems. The long-term goal of the CtK.Campfire is to build an unheralded community of influential leaders who want to tackle humanity's greatest challenges through respectful collaboration and partnership.

PARAGRAPH 2: CtK.Campfire participants are selected by Cultivate the Karass founders and advisors and past CtK.Campfire participants who identify exceptional leaders who would rarely, if ever, have the opportunity to engage in sustained conversations in a non-competitive environment, out of the public view. Ideal participants are:

Influencers of influencers, in a position of significant impact, with an
Exceptional record of achievement in social enterprise, politics, technology and related fields
Driven by public service and eager to understand and be challenged by people whose values and
ideology are opposed to their own
Comfortable with adversarial debates and unpredictable situations
Willing to be brutally honest, brutally kind, open and vulnerable
Known for balancing confidence with humility, and conviction with curiosity
Eager to embark on this risky and demanding quest—the intellectual equivalent of a 3-day
mountain ascent.

PARAGRAPH 3: The April CtK.Campfire cohort is a diverse group in terms of political views, race, gender, socio-economics and geographic location. Confirmed attendees are from both major political parties and work in the non-profit, corporate and academic arenas.